



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND  
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO  
ATTENTION OF  
AFLG-PR

24 September 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 99-47

1. This CIL contains information on the following subjects:

- a. Government Purchase Card Delinquencies Suspension Policy,
- b. FedEx will accept IMPAC card for payment of overnight shipments beginning 13 Sep 99, and
- c. Revised convenience checks policy.

2. Government Purchase Card Delinquencies. Reference memo, SAAL-PI, dated 26 Jul 99 and memo, PC-PMO, dated 22 Jul 99, SAB (encl 1). In this memo, Dr. Oscar, Deputy Assistant Secretary of the Army (Procurement), emphasized that immediate action should be taken to reconcile and pay those accounts that were 180 days delinquent, and any installation with balances over 180 days old will have it's card program suspended. Dr. Oscar encouraged and recommended that Billing Officials be provided refresher training to stress the importance of timely reconciliation of billing statements. He also recommended that program officials (A/OPCs, Billing Officials, CardHolders), be acknowledged for the great job they are doing in performing their duties in an extremely efficient and effective manner. Dr. Oscar also stressed that officials must be accountable when they do not perform their duties adequately. In the memo from Bruce Sullivan, DOD Program Manager, U.S. Army Representative directives were given to the bank to suspend all accounts over 180 days delinquent that were not paid by 31 Aug 99 (enclosure 1).

3. GSA will accept the IMPAC purchase card for payment of overnight shipments (Enclosure 2). GSA modified its schedule with FedEx. They will start accepting the purchase card for

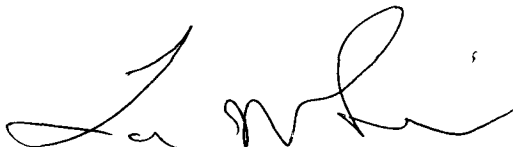
AFLG-PR

SUBJECT: Contracting Information letter (CIL) 99-47

payment of overnight shipments under this schedule on 13 Sep 99. FedEx will not bill until receipt of package and will not bill if the package is not received within the overnight shipment deadline.

4. Guidance on purchase card convenience checks was issued on 5 August 1997, as Purchase Card Reengineering Implementation Memorandum #5: Accommodation Checks (enclosure 3). The guidance stipulated rules to implement the accommodation check products including FedSelect checks available from Department of the Treasury. The new Accommodation Check guidance is posted in the DOD FMR Volume 5, Chapter 2, pages 2-32 through 2-38. Changes include: surveillance requirements; more than one account allowed per installation; and no DFAS-KC involvement needed.

5. If additional information is needed, please contact Ms. Gwendolyn S. Miles, DSN 367-5486, or e-mail milesgwen@forscom.army.mil.

A handwritten signature in black ink, appearing to read 'Toni M. Gaines', is positioned above the printed name and title.

TONI M. GAINES

Chief, Contracting Division, DCSLOG  
Principal Assistant Responsible  
for Contracting

3 Encls  
as



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH DEVELOPMENT AND ACQUISITION  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

REPLY TO  
ATTENTION OF

26 JUL 1998

SAAL-PI

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Government Purchase Card Delinquencies

On July 24, 1998, Mrs. Eleanor Spector, Director of Defense Procurement, directed full payment on all US Bank accounts under the previous purchase card contract (which expired November 29, 1998) no later than April 1, 1999. On April 27, 1999, during an In-Process review with the Offices of the Under Secretary of Defense (Acquisition and Technology) and (Comptroller), I advised her that the Army would be in full compliance with her directive on July 1, 1999.

The attached DOD Purchase Card Program Management Office Memorandum dated July 22, 1999, SAB, contains a listing of accounts by Installations under your command that have outstanding balances with the card issuing bank older than 180 days. I cannot conceive why these accounts remain open and cannot be paid. I request you take immediate action to reconcile and pay these accounts. Additionally, you are to identify the cause(s) of these delinquencies and take actions to preclude further embarrassment to the Army. Any installation with balances over 180 days old on August 31 will have their card program suspended. Additionally, any individual account which goes 60 days delinquent will be suspended.

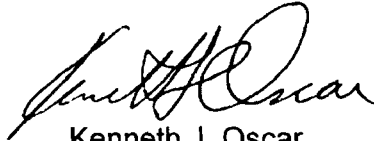
I encourage and recommend Billing Officials be provided refresher training to stress the importance of timely reconciliation of billing statements. I recommend you acknowledge the vast majority of program officials who are performing their duties in an extremely efficient and effective manner and that you also hold officials accountable when they do not perform their duties adequately.

The card program continues to be one of the "Good News" stories in Defense Reform Initiatives. We cannot afford to lose those hard-earned savings to prompt payment interest.



ENC L 1

Please contact Ms. Dorothy Hindman, SAAL-PI, Commercial (703) 681-3417 or DSN 761-3417, email: [dorothy.hindman@sarda.army.mil](mailto:dorothy.hindman@sarda.army.mil), if you have a need for more information.



Kenneth J. Oscar  
Deputy Assistant Secretary of the Army  
(Procurement)

Attachment

DISTRIBUTION:

Administrative Assistant to the Secretary of the Army, 105 Army  
Pentagon, Washington, DC 20310-0105  
Commanding General, U.S. Army Materiel Command, 5001  
Eisenhower Avenue, Alexandria, VA 22333-0001  
→ Commanding General, Forces Command, ATTN: AFCG, Fort  
McPherson, GA 30330-6000  
Deputy Commanding General, Third United States Army/ARCENT, 881  
Hardee Avenue S.W., Fort McPherson, GA 30330-1064  
Deputy Chief of Staff for Force Sustainment, U.S. Army Medical  
Command, ATTN: DASG-ZD, 2050 Worth Road, Suite 3, Room  
229, Fort Sam Houston, TX 78234-6003  
Commander, Military Traffic Management Command, ATTN: MTCG,  
5611 Columbia Pike, Falls Church, VA 22041-5050  
Commander, U.S. Army Space & Missile Defense Command,  
ATTN: SMDC-ZB, P.O. Box 1500, Huntsville, AL 35807-3801  
Commander, U.S. Army Training and Doctrine Command,  
ATTN: ATCG, 5 North Gate Road, Building 5, Room F306, Fort  
Monroe, VA 23651-1048  
Deputy Commander In Chief, HQ U.S. Army, Europe and Seventh  
Army, ATTN: AEAPR, APO AE 09014  
Commanding General, Eighth United States Army, ATTN: EACC,  
Unit 15236, APO AP 96205-0009  
Commanding General, U.S. Army Corps of Engineers,  
ATTN: CECG, 20 Massachusetts Avenue, N.W., Washington, DC  
20314-1000

**DISTRIBUTION: (CONT)**

Commander, U.S. Army Community and Family Support Center,  
ATTN: NCP, 4700 King Street, Alexandria, VA 22302-4401

**COPY FURNISHED**

Office of the Deputy Assistant Secretary of the Army, (Financial  
Operations), ATTN: SAFM-FOF, Rm 3E572, 109 Army Pentagon,  
Washington, DC 20310-0109

Headquarters, (ODCSLOG), 500 Army Pentagon, Washington, DC  
20310-0500

DEPUTY ASISTANT SECRETARY OF ARMY (FINANCIAL  
OPERATIONS, Rm 3E588, 109 Army Pentagon, Washington, DC  
20310-0109

**DEFENSE FINANCE AND ACCOUNTING SERVICE**

Attn: DFAS-IN-D, 8899 E. 56<sup>TH</sup> Street, Indianapolis, IN 46249-0100



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH DEVELOPMENT AND ACQUISITION  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

REPLY TO  
ATTENTION OF

PC-PMO

22 JUL 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Purchase Card Delinquencies

The purpose of this memorandum is to advise you of my ongoing efforts to eliminate purchase card delinquencies within the Department. While some components have made remarkable progress in closing these accounts, the Department still has an unacceptable number with aging delinquent balances. I have pledged to senior Department leaders to eliminate these inexcusable, aging delinquencies.

The attached charts depict activities under your direction that have delinquencies over 180 days old. I have directed US Bank to suspend all accounts within an activity if that activity has any billing accounts with balances over 180 days delinquent. The suspension process will be effective as of August 31, 1999. You are requested to take appropriate actions to immediately resolve these delinquencies and avoid loss of card privileges. I have directed personnel in the Program Management Office to provide any assistance you may need. Please contact Mr. Sean Sullivan at U.S. Bank at (701) 461-3732 to work these accounts or if you feel an account is listed erroneously. I urge you to take all appropriate actions to avoid this significant disruption in your purchase card program.

You will find the most current delinquency information on our web page at <http://purchasecard.sarda.army.mil>. Please feel free to call me at (703) 681-7564 or Capt. Shawn Caldwell, or email [shawn.caldwell@sarda.army.mil](mailto:shawn.caldwell@sarda.army.mil) at (703) 681-0372, DSN 761, for any additional information.

Bruce E. Sullivan  
Program Manager  
Purchase Card Joint  
Program Management Office

Attachments



BANK	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	Agent	TBR LEVEL NAME	CONTACT	ADDRESS LINE 1	ADDRESS LINE 2	CITY	STATE	COUNTRY	ZIP
3058	47163	00021	00008	00028	0416	HO-JOINT STAFF	LAWANDA R LIPSCOMB	DAO DE WHIS F	5200 ARMY PENTAGON	WASHINGTON	DC	USA	203105200
3058	47163	00021	00012	00002	5823	HO-MTMC	VALERIE MILLS	5611 COLUMBIA PIKE RM 302	ATTN: MTAQ P	FALLS CHURCH	VA	USA	220415050
3058	47163	00021	00018	01019	5181	USPO FOR MASSACHUSETTS	STEPHEN A GARANIN	PURCHASING & CONTRACTING	50 MAPLE STREET	MILFORD	MA	USA	01757-3406
3058	47163	00021	00018	03096	5214	US PROPERTY & FISCAL OFC- NY	ANDREW M STEWART	330 OLD NISKAYUNA RD		LATHAM	NY	USA	121102224
3058	47163	00021	00018	05120	0144	NGB	CAROL OTANI	103 THIRD AVE SW	1411 JEFFERSON DAVIS HWY	ARLINGTON	VA	USA	22202-3231
3058	47163	00021	00021	06507	5857	MDW-MWR NAF PROC FT AP HILL	BARBARA A COOPER	UNIT 29601 BOX 11	FORT LESLIE J MCNAIR	WASHINGTON DC	DC	USA	203915058
3058	47163	00021	00021	00721	5859	293RD BSB	JUANITA M RAY	BUILDING 3392 MAGRUDER STREET		FT MONMOUTH	NJ	USA	080600000
3058	47163	00021	00021	03392	5892	FT JACKSON MWR NAF CONTRACTING	METAR JAMES	DCANAF PROCUREMENT	PO BOX 13109	FORT JACKSON	SC	USA	29207-5190
3058	47163	00021	00021	07312	5936	NAF FORT CARSON	GUY M MOREAU	ATTN: AEGC CAN UNIT CMR 423	HQ 6TH ASG NAF CONTRACTING OFC	FORT CARSON	CO	USA	80913-0109
3058	47163	00021	00021	08793	5947	NAF 6TH ASG STATION	JAMES K BRYANT	"NAF" PURCHASING AND CONTRACTING	"CMR 407 BLDG 323	FT MONMOUTH	NJ	USA	081070000
3058	47163	00021	00021	09098	5949	BAD ABLING STATION	DANIEL G FOCKLER	26TH ASG	AEUS AG NCD UNIT 29237	FT MONMOUTH	NJ	USA	080980000
3058	47163	00021	00021	09102	5950	NAF CONTRACTING OFFICE	JUANITA M RAY	98TH ASG CONTR DIV UNIT 26622	CMR 470	FT MONMOUTH	NJ	USA	081020000
3058	47163	00021	00021	09165	5954	104TH ASG NAF CONTRACTING	ROBERT H FORMAL	STEWARDS DOC P BLDG 126	FAULENBERG KASERNE BLDG 258	FT MONMOUTH	NJ	USA	081650000
3058	47163	00021	00021	09244	5957	NAF 98TH ASG WUERZBURG	STANLEY H DAVIS	AMSEL AC SB 8	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00033	02224	5260	DIRECTORATE OF CONTRACTING	JOAN A JOJOLA	SW OPERATION OFFICE AMSEL-AC-CC-E-CD-A	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00033	04444	0147	CECOM	MICKEY GRAHAM	ATTN: SMD-CM-AKUJ FOWLER	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00033	04446	5298	COM SYS BASE SPT FT MONMOUTH	GUY MOSS	CONTRACTING DIVISION	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00044	06426	6010	"CECOM ACQUISITION CENTER	JUDY FOWLER	ATTN: SMD-CM-AKUJ FOWLER	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00046	00001	6013	USASMD	WILLIAM SALINAS-NIX	CONTRACTING DIVISION	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00055	00023	6040	US ARMY CORPS OF ENGINEERS	VELMA SALINAS-NIX	ATTN: SMD-CM-AKUJ FOWLER	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00055	00025	6041	ROCK ISLAND DISTRICT	CATHERINE PELEKAKIS	PO BOX 1715	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00055	00031	6045	US ARMY CORPS OF ENGINEERS	BARBARA J BARNETTE	PO BOX 919	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00055	00060	6059	CHARLESTON DISTRICT	JACK BEECHER	US ARMY ENGINEER DIST NORFOLK	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00055	00065	6063	NORFOLK DISTRICT	CAROLYN DAVIS	CONTRACTING OFFICE	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00055	00072	0421	HECSA	REGINALD WATARA	ATTN: CEPD CT P	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00055	00078	6071	UAED-J	DOROTHY A MCGINNIS	CECOM ACQ CTR	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00055	00085	6074	US ARMY ENGINEER DIST EUROPE	LOUIS P BARRETT	ATTN: CEPD CT P	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00055	00090	6076	US ARMY ENGINEER DIST EUROPE	RENEE GEORGE	ATTN: CEPD CT P	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00055	01431	6078	NY DIST CORP OF ENGINEERS	DIANNE BRANDON	26 FEDERAL PLAZA	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00056	01044	5003	FORT RUCKER ALABAMA	RHONDA ROULAIN	DIR OF CONTRACTING	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00056	02818	5007	DOC FT CHAFFEE AR	DIANE L MYERS	PO BOX 33501	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00056	04024	5010	HQ USAREC	VALERIE PHILLIPS	US ARMY RECRUITING COMMAND	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00056	06201	0133	DEPT OF THE ARMY	RHONDA ROULAIN	DIRECTORATE OF CONTRACTING	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00056	06343	5024	DOC	NAN S SPACE	ATTN: AFZH DOC	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00056	06343	5024	DOC	NAN S SPACE	ATTN: AFZH DOC	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00060	00300	5050	13TH COSCOM	PATSY AUTMON	DIRECTORATE OF CONTRACTING	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00060	01414	5088	FORT CARSON GARRISON	ERNESTINE MOSLEY	DIRECTORATE OF CONTRACTING	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00060	01997	2510	9TH ARCOM 100 BN	PAMELA LUTZ	DIRECTORATE OF CONTRACTING	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00065	00001	6143	RCO SECKENHEIM	JOSEPH C BURRUS	CONTRACT MANAGEMENT BRACH	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00065	00002	6144	DEPT OF THE ARMY RCO WUERZBURG	DIANE ECKERT	REG CONT OFFICE WUERZBURG	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00065	00003	6145	RCO SECKENHEIM	JOSEPH C BURRUS	HQ US ARMY CONT COMM	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00065	00006	6148	RCO SECKENHEIM	JOSEPH C BURRUS	CONTRACT MANAGEMENT BRACH	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00065	00011	6153	RCO BAD KREUZNACH	JON E SMITH	HQ US ARMY CONT COMM	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00066	09822	5160	ARCANT KUWAIT HHC (DOC)	MICHAEL FLEMING	US ARMY CENTRAL COMMAND KUWAIT	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00069	00003	6161	YONGSAN GARRISON	LEE L WRIGHT	US ARMY CONTRACT COMM KOREA	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00094	08171	5401	159 FW NEW ORLEANS	MARK A BLANCO	159 FW LGC LA ANG	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00094	06493	5453	VOLK FIELD CRT	KELLY M CLARK	100 INDEPENDENCE DR	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00099	00021	5353	GREAT PLAINS REG CONTRACTING CT	LINDA COLLENG	5005 N PIEDRAS	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00099	01001	5356	SE CONTR CTR FT STEWART	VIRGINIA K MURPHY	"SE CONTRACTING CENTER	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00099	01005	0154	SE CONTR CTR FT JACKSON	VIRGINIA K MURPHY	"SE CONTRACTING CENTER	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000
3058	47163	00021	00099	08304	5369	MEDCOM CONTRACTING CENTER	CAROL A. ESTES	MCAA-C	CECOM ACQ CTR	FT MONMOUTH	NJ	USA	080924000

## Army Potential Suspensions

MACOM	LEVEL 3	LEVEL 4	LEVEL 5	BILLING OFFICIAL NUMBER / LOCATION	BILLING OFFICIAL	181+ DAYS BALANCE	Level 4 A/OPC	CITY	STATE	COUNTRY	ZIP
DSW	00008	07028	59858	4718304555600083 THE JOINT STAFF	RALPH M STUDDARD 1951	887.19	LAWANDA R LIPSCOMB	WASHINGTON	DC	USA	203103206
MTMC	00012	00002	59912	4718304555604654 HO-MTMC	SHARON ECKROTH	83.80	VALERIE MILLS	FALLS CHURCH	VA	USA	220415050
NGB	00018	03008	78753	4718304555796781 US PROPERTY & FISCAL OFC. NY	ROBERT S SWIECIKI	5,178.70	ANDREW M STEWART	LATHAM	NY	USA	121102224
NGB	00018	05120	54912	4718304555554651 NGB	DAVE UPDEGRAFF	10.00	CAROL OTANI	ARLINGTON	VA	USA	22202-3231
NAF	00021	00721	68426	4718304555600784 NANCY CAMPBELL		21.88					
NAF	00021	00721	60857	4718304555612103 RONALD HAMES		2,867.62					
NAF	00021	00721		283RD BSB			JUANITA M RAY	APO	AE	USA	090660000
NAF	00021	08793	8C448	4718304555610018 KATHY BENDER		107.86					
NAF	00021	08793		NAF 6TH ASG STUTTGART			JAMES K BRYANT	APO	AE	USA	091070000
NAF	00021	09008		4718304555610438 BILL ANTLEY		2,812.30					
NAF	00021	09102	60559	4718304555611139 SHERYL VAN LANDINGHAM		362.15	DANIEL G FOECKLER	APO	AE	USA	
NAF	00021	09102	60559	4718304555611121 SHERYL VAN LANDINGHAM		343.50					
NAF	00021	09102		NAF CONTRACTING OFFICE			JUANITA M RAY	APO	AE	USA	091020000
NAF	00021	09185	60518	4718304555610683 VICTOR L FOWLER		21,998.92					
NAF	00021	09185	60474	4718304555610271 BOBBID KAISER		19,678.13					
NAF	00021	09185	60656	4718304555612111 NOLA MALONEY		2,228.91					
NAF	00021	09185	60660	4718304555612137 DENNIS SZYBINSKI		2,585.48					
NAF	00021	09185	60708	4718304555612590 CATHERINE F FERRAN		1,636.88					
NAF	00021	09185	60268	4718304555612878 RANDALL MEYER		2,783.08					
NAF	00021	09244	60400	104TH ASG NAF CONTRACTING TERRY ARMSTRONG		100.03	ROBERT H FORMAL	APO	AE	USA	091650000
NAF	00021	09244	60578	4718304555611295 PAMELA ESTERS		2,813.33					
AMC	00033	02224	58435	NAF 98TH ASG WUERZBURG SANTIAGO R PARRA		948.71	STANLEY H DAVIS	APO	AE	USA	092440000
AMC	00033	02224		DIRECTORATE OF CONTRACTING			JOAN A JOJCLA	WGMR	NM	USA	880020000
AMC	00044	36426	51293	4718304555518433 JOSEPH H RAMOS		8,853.89	GAY MOSS	FT HUACHUCA	AZ	USA	856135000
SMOC	00046	36426		*CECOM ACQUISITION CENTER			JUDY FOWLER	HUNTSVILLE	AL	USA	35897-3801
COE	00055	00001	60759	4718304555613228 DENNIS L PATRICK COL		478.95	VELMA SALINAS-NIX	CHICAGO	IL	USA	606067206
COE	00055	00023	83869	4718304555644437 US ARMY CORPS OF ENGINEERS		17.91	WILLIADAN FLEMING	ROCK ISLAND	IL	USA	612042004
COE	00055	00023	68435	4718304555655880 ROCK ISLAND DISTRICT		4,262.16	CATHERINE PELEKAKIS	BALTIMORE	MD	USA	212031715
COE	00055	00031	62387	4718304555629438 WENDY W THOMPSON		7,055.85	BARBARA J BARNETTE	CHARLESTON	SC	USA	294020919
COE	00055	00031		US ARMY CORPS OF ENGINEERS							
COE	00055	00080	61796	4718304555633590 CHRISTY C WATTS		10,204.50					
COE	00055	00080		CHARLESTON DISTRICT							
COE	00055	00085	81697	4718304555622516 DONALD W DOW JR		5,580.16					
COE	00055	00085	82312	4718304555626887 ROSEMARY WHITEHURST		1,858.87					
COE	00055	00085	73338	4718304555741734 FRANK JORDANO JR		1,311.33	JACK BEECHER	NORFOLK	VA	USA	235101096
COE	00055	00072	62207	4718304555627022 KATHERINE S THOMPSON		82.92	CAROLYN DAVIS	ALEXANDRIA	VA	USA	223153860
COE	00055	00072		HECSA							
COE	00055	00079	62086	4718304555626202 JOHN P SAMUELSON		580.00	REGINALD WATARAI	APO	AP	USA	963385010
COE	00055	00079		UAED-J			DOROTHY A MCGINNIS	ANCHORAGE	AK	USA	995080898
COE	00055	00085	62232	4718304555627887 ROGER W PETKOFF		2,424.07	LOUIS P BARRETT	APO	AE	USA	090960000
COE	00055	00085		USAED ALASKA							
COE	00055	00090	89650	4718304555609004 DAVID R NICHOLS		838.80					
COE	00055	00090		US ARMY ENGINEER DIST EUROPE							
COE	00055	01431	82451	4718304555630071 MICHAEL SCARANO		1,419.73					
COE	00055	01431	82005	4718304555625592 MLOU BENARD		3,900.44					
COE	00055	01431	93298	4718304555604840 JAMES R ACKERMAN		1,290.52	RENEE GEORGE	NEW YORK	NY	USA	10278-0090
TRADOC	00056	01044	51235	4718304555517856 JEANNIE GRAY		1,360.88	DIANNE BRANDON	FT RUCKER	AL	USA	363625028
TRADOC	00056	01044		FORT RUCKER ALABAMA			DIANE L MYERS	FT KNOX	KY	USA	40121-0000
TRADOC	00056	04024	85250	4718304555588334 BARBARA KELTZ		670.76	VALERIE PHILLIPS	FT LEONARD WOOD	MO	USA	654730140
TRADOC	00056	04024		HQ USAREC							
TRADOC	00056	06201	50580	4718304555511297 DAVID B JASON		896.71	RHONDA ROULAIN	FORT SILL	OK	USA	735030501
TRADOC	00056	06201		DEPT OF THE ARMY							
TRADOC	00056	06343	51234	4718304555517849 CPT BOBBI SUNDERLAND		192.30	HAN S SPACE	FORT LEWIS	WA	USA	98433-9500
FORSCOM	00060	00003	10079	4718304555560079 BEVERLY CROSS		59.72	PATSY AUTMON	FT HOOD	TX	USA	765445025
FORSCOM	00060	00003		FORT LEWIS GARRISON							
FORSCOM	00060	00300	53297	4718304555538472 JENNIFER BHALLA		3,702.95	ERNESTINE MOSLEY	FORT CARSON	CO	USA	808135022
FORSCOM	00060	00300		13TH COSCOM							
FORSCOM	00060	01414	52566	4718304555531182 JEFFERY A ANDERSON		34.43					
FORSCOM	00060	01414	54379	4718304555549297 BRADLEY R CAMP		362.73					
FORSCOM	00060	01414		FORT CARSON GARRISON							
FORSCOM	00060	01997	68310	4718304555691032 ALEXANDER BALLENT		1,354.05	PAMELA LUTZ	FT DIX	NJ	USA	08640-6150
FORSCOM	00060	01997		9TH ARCOM 100 BN							
USAEUR	00063	00001	63336	4718304555638918 THOMAS M MCGUIRE		54.02	JOSEPH C BURRUS	APO	AE	USA	092660000
USAEUR	00063	00001	90648	4718304555618585 CHRISTA CHEWAR		11,032.34	DIANE ECKERT	APO	AE	USA	092440000
USAEUR	00063	00001		RCO SECKENHEIM			JOSEPH C BURRUS	APO	AE	USA	092660000
USAEUR	00063	00002	86424	4718304555695773 ILLYA CHISOLM		449.81					
USAEUR	00063	00002		DEPT OF THE ARMY RCO WUERZBURG							
USAEUR	00063	00003	62984	4718304555633500 PHILIP AMIRATO		13,334.17					
USAEUR	00063	00003		RCO SECKENHEIM MARSHALL CTR							
USAEUR	00063	00006	63225	4718304555637811 PATRICK J HOGAN II		1,536.60					
USAEUR	00063	00006		RCO SECKENHEIM			JOSEPH C BURRUS	APO	AE	USA	092660000
ARCENT	00068	08822	78281	47183045556761818 BARRY W PRESLEY		1,002.02					
ARCENT	00068	08822	89766	4718304555610432 ROLAND EDWARDS		2,472.30					
ARCENT	00068	08822		ARCENT KUWAIT HHC (DOC)			MICHAEL FLEMING	APO	AE	USA	09888-9900
USAKOREA	00069	00003	64860	4718304555652087 WILLIAM F BUTTRUM		748.97					
USAKOREA	00069	00003	94912	47183045556963811 LUIS O FUENTES-RIVERS		367.81	LEE L WRIGHT	APO	AP	USA	962050062
USAKOREA	00069	00003		YONGSAN GARRISON			KELLY M CLARK	CAMP DOUGLAS	WI	USA	546185001
USAKOREA	00069	08493	58195	4718304555697488 GREGORY T OBRIEN		1,788.96					
USAKOREA	00069	08493		VOLK FIELD CRTC							
MEDCOM	00099	00021	58699	4718304555572521 EVELYN TOWNSEND		12,847.80					
MEDCOM	00099	00021	78214	4718304555780859 TODD C SCHWARTZ		94.44	LINDA COLLENG	ELPASO	TX	USA	79920-0000
MEDCOM	00099	00021		GREAT PLAINS REG CONTRACTING CT							
MEDCOM	00099	01001	51550	47183045555921007 PATRICIA D WILLIAMS		1,217.42	VIRGINIA K MURPHY	FT GORDON	GA	USA	309055600
MEDCOM	00099	01001		SE CONTR CTR FT STEWART							
MEDCOM	00099	01005	50379	4718304555508491 JAMES L SPINELLI		1,869.11					
MEDCOM	00099	01005	78818	4718304555797441 ANNE A WEBSTER		2,317.44					
MEDCOM	00099	01005	85389	4718304555686464 STEVEN C BURNETT		5,612.07					
MEDCOM	00099	01005	88738	4718304555699084 ANN WOLFORD-CONNORS		98.75					
MEDCOM	00099	01005		SE CONTR CTR FT JACKSON			VIRGINIA K MURPHY	FT GORDON	GA	USA	309055600
MEDCOM	00099	08304	37751	4718304555582843 EVELYN TIRADO		1,733.59	CAROL A ESTES	FT SAM HOUSTON	TX	USA	782545015
MEDCOM	00099	08304		MEDCOM CONTRACTING CENTER							



ARMY CPP DELINQUENCY REPORT				
DAYS PAST DUE				
AS OF 7/16/99				
This report only lists accounts that are >30 days past due (>60 days from billing date)				
LEVEL 3	LEVEL 4	BILLING OFFICIAL #	BILLING OFFICIAL NAME	181+ DAYS
00008	07028	4716304555665663	RALPH M STUDDARD 1961	887.19
00012	00002	4716304555604654	SHARON ECKROTH	83.80
00018	03096	4716304555796781	ROBERT S SWIECIKI	5,178.70
00018	05120	4716304555554651	DAVE UPDEGRAFF	10.00
00021	00721	4716304555612103	RONALD HAMES	2,867.92
00021	00721	4716304555609794	NANCY CAMPBELL	21.66
00021	08793	4716304555610016	KATHY BENDER	107.86
00021	09098	4716304555610438	BILL ANTLEY	2,812.30
00021	09102	4716304555611139	SHERYL VAN LANDINGHAM	362.15
00021	09102	4716304555611121	SHERYL VAN LANDINGHAM	343.50
00021	09165	4716304555610693	VICTOR L FOWLER	21,999.92
00021	09165	4716304555610271	BOBBI D KAISER	18,033.15
00021	09165	4716304555612976	RANDALL MEYER	2,783.06
00021	09165	4716304555612137	DENNIS SZYBINSKI	2,585.48
00021	09165	4716304555612111	NOLA MALONEY	2,228.91
00021	09165	4716304555612590	CATHERINE F FERRAN	1,636.88
00021	09244	4716304555611295	PAMELA ESTERS	2,813.33
00021	09244	4716304555609539	TERRY ARMSTRONG	100.00
00033	02224	4716304555573883	SANTIAGO R PARRA	949.71
00044	06426	4716304555518433	JOSEPH H RAMOS	8,853.89
46	60769	4716304555613220	DENNIS PATRICK	479.95
00055	00023	4716304555644437	SUSAN M HILL	17.91
00055	00025	4716304555895880	WILLIAM T GRETEN	4,262.16
00055	00031	4716304555629438	WENDY W THOMPSON	298.38
00055	00060	4716304555623589	CHRISTY C WATTS	210.38
00055	00065	4716304555622516	DONALD W DOW JR	5,580.16
00055	00065	4716304555628687	ROSEMARY WHITEHURST	1,458.88
00055	00065	4716304555741704	FRANK JORDANO JR	1,311.33
00055	00072	4716304555627622	KATHERINE S THOMPSON	82.92
00055	00079	4716304555626202	JOHN P SAMUELSON	580.00
00055	00085	4716304555627887	ROGER W PETKOFF	2,424.07
00055	00090	4716304555909004	DAVID R NICHOLS	836.80
00055	01431	4716304555625592	M LOU BENARD	3,900.44
00055	01431	4716304555630071	MICHAEL SCARANO	1,419.73
00055	01431	4716304555946840	JAMES R ACKERMAN	1,290.52
00056	01044	4716304555517856	JEANNIE GRAY	1,360.88
00056	04024	4716304555863334	BARBARA KELTZ	670.76
00056	06201	4716304555511297	DAVID B JASON	896.71
00056	06343	4716304555517849	CPT BOBBI SUNDERLAND	192.30
00060	00003	4716304555500738	BEVERLY CROSS	59.72
00060	00300	4716304555538472	JENNIFER BHALLA	3,702.95
00060	01414	4716304555549297	BRADLEY R CAMP	362.73
00060	01414	4716304555311162	JEFFERY A ANDERSON	34.43
00060	01997	4716304555691032	ALEXANDER BALLENT	1,354.05
00085	00001	4716304555919565	CHRISTA CHEWAR	11,032.34
00085	00001	4716304555638918	THOMAS M MCGUIRE	54.02
00085	00002	4716304555895773	ILLYA CHISOLM	449.81
00085	00003	4716304555635500	PHILIP AMMIRATO	13,334.17
00085	00006	4716304555637811	PATRICK J HOGAN II	1,536.60
00086	08822	4716304555910432	ROLAND EDWARDS	2,472.30
00086	08822	4716304555791618	BARRY W PRESLEY	1,002.02
00089	00003	4716304555652687	WILLIAM F BUTTRUM	748.97
00089	00003	4716304555963811	LUIS O FUENTES-RIVERS	367.61
00094	06493	4716304555597486	GREGORY T OBRICK	1,796.96
00099	00021	4716304555572521	EVELYN TOWNSEND	12,947.80
00099	00021	4716304555790859	TODD C SCHWARTZ	94.44
00099	01001	4716304555521007	PATRICIA D WILLIAMS	1,217.42
00099	01005	4716304555864647	STEVEN C BURNETT	5,612.07
00099	01005	4716304555797441	ANNE A WEBSTER	2,317.44
00099	01005	4716304555508491	JAMES L SPINELLI	1,869.11
00099	01005	4716304555899064	ANN WOLFORD-CONNORS	96.75
00099	08304	4716304555582843	EVELYN TIRADO	1,733.59
00607	60032	4716304555605859	WILLIAM SEMANS	2,325.88
TOTAL				168,454.85

General Services Administration  
Federal Supply Service  
SERVICES ACQUISITION CENTER (FCX)  
1941 Jefferson Davis Highway, Room 507  
Washington, DC 20406

DATE: 8/13/99

FROM: Edward Kelliher

AGENCY: GSA, FSS, FCXC

PHONE: (703) 305-7389

FAX: (703) 305-6144

TO:

AGENCY:

PHONE: ( )

FAX: ( )

*Joyce Brown*

*68/-8388*

NUMBER OF PAGES \_\_\_\_\_  
(Including this sheet)

SUBJECT: Contract Information

Attached is Modification 10 to the FedEx contract exercising the third option year to extend contract service from August 16, 1999, thru August 15, 2000.

Effective with this option year will be a new feature of the contract which will allow PAYMENT BY GOVERNMENT PURCHASE CARD AND POWERTRACT. Details will be forthcoming on GSA's web site on the procedures for setting up these accounts.

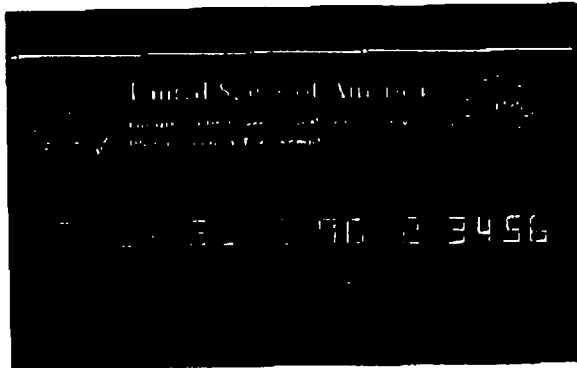
<http://pub.fss.gsa.gov/services/fedex>

Hope this helps. Call me if you require any additional information.

Sincerely,

Edward Kelliher  
GSA COTR

ENCL 2



**+ FedEx® =**

**GSA's**

**EXPRESS SMALL PACKAGE DELIVERY SERVICE**

- ✓ *Purchase Card & PowerTrack now accepted***
- ✓ *Contract Renewed for Another Year***
- ✓ *Still the Lowest Government Shipping Rates!!!***

The General Services Administration (GSA) has exercised the third option year under the GSA Express Transportation Services Contract with Federal Express Corporation (FedEx) for next day and second day delivery service. The extension period runs from August 16, 1999, through August 15, 2000, with a one-year renewal option remaining.

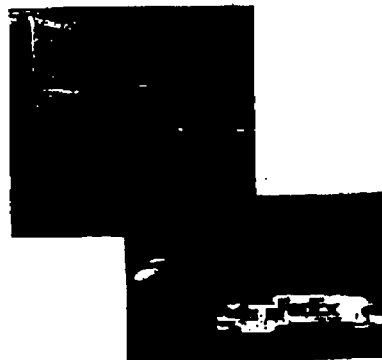
The Government contract service is FedEx Priority Overnight with a delivery commitment by 10:30 a.m. the next business day and FedEx 2Day with a delivery commitment by 4:30 p.m. the second business day. The contract has many service features and additional service enhancements that will simplify your shipping efforts. The information on how to open a Purchase Card or PowerTrack Account will be available on our website.

<http://pub.fss.gsa.gov/services/fedex>

For more information, please contact:

Edward Kelliher 703-305-7389  
Contracting Officers Technical Representative (COTR)  
Email: [edward.kelliher@gsa.gov](mailto:edward.kelliher@gsa.gov)

Gunther Imer 703-305-6003  
Contract Specialist  
Email: [gunther.imer@gsa.gov](mailto:gunther.imer@gsa.gov)



**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

SF30, Page 1 of 6 Pages

OMB No. 0605-0010

**Modification No.10**

**Contract No. GS-23F-9656D**

<b>CONTRACT ID CODE</b>	
<b>2. AMENDMENT/MODIFICATION NO.</b> 10	<b>3. EFFECTIVE DATE:</b> See Block 16C
<b>4. REQUISITION/PURCHASE REQ. NO.</b>	<b>5. PROJECT NO. (If applicable)</b>
<b>6. ISSUED BY CODE</b>  General Services Administration Federal Supply Service (FCXC) Services Acquisition Center Washington, DC 20406	<b>7. ADMINISTERED BY CODE</b> (If other than Item 6)
<b>8. NAME AND ADDRESS OF CONTRACTOR</b> (No. Street, County, State, and Zip Code)  Federal Express Corporation Government Sales 6404 Ivy Lane, 5 <sup>th</sup> Floor Greenbelt, MD 20770-1423  Cage Code: 0GYC4 FACILITY CODE:	<b>[ ] 9A. AMENDMENT OF SOLICITATION NO.</b>  9B. DATED (See Item 11)  <b>[ ] 10A. MOD. OF CONTRACT/ORDER NO.</b> GS-23F-9656D  10B. DATED (See Item 13) August 15, 1996

**ORIGINAL**

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

[ ] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended, [ ] is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. **FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.** If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

EXCEPTION TO STANDARD FORM 30  
APPROVED BY GSA/IRMS 9-87

STANDARD FORM 30(REV 10-83)

FAR(48 CFR) 53.243

~~AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT~~

SF30, Page 2 of 6 Pages

OMB No. 0605-0010

Modification No.10

Contract No. GS-23F-9656D

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

[ ] A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (52.243-1, Changes—Fixed Price (AUG 1987) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT/ORDER NO. IN ITEM 10A.

[ ] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

[X] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103 (a), Bilateral Modification

[ ] D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [ ] is not, [X] is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF ~~AMENDMENT~~/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible).

SEE PAGE 3

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remain unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or Print)  MARILYN F. THOMAS MANAGING DIRECTOR GLOBAL SALES	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or Print)  NANCY S. GOODE CONTRACTING OFFICER
15B. CONTRACTOR/OFFEROR  <i>Marilyn F. Thomas</i> (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA  <i>Nancy S. Goode</i> (Signature of Contracting Officer)
15C. DATE SIGNED  8-10-99	16C. DATE SIGNED  8/11/99

EXCEPTION TO STANDARD FORM 30  
APPROVED BY GSA/IRMS 9-87

**~~AMENDMENT OF SOLICITATION~~ MODIFICATION OF CONTRACT**

SF30, Page 3 of 6 Pages

OMB No. 0605-0010

Modification No.10

**Contract No. GS-23F-9656D**

As a bilateral modification to the contract referenced in Block 10A above, the contract is modified to:

1. Revise the first paragraph of CA.7.2.25 Invoicing.

From:

The Contractor shall provide hardcopy invoices to all accounts that are not Electronic Data Interchange (EDI) capable, and shall provide electronic invoices using ANSI X-12 and/or ASCII flat file format to all accounts that have arranged for EDI transmission with the Contractor (see Section CA.15.1).

To:

The Contractor shall provide hardcopy invoices to all accounts that are 1) not Electronic Data Interchange (EDI) capable 2) not using the Government purchase card as the payment method, or 3) not using PowerTrack product as the payment method. The Contractor shall provide electronic invoices using ANSI X-12 and/or ASCII flat file format to all accounts that have arranged for EDI transmission with the Contractor (see Section CA.15.1).

- (a) If an account elects to use the Government purchase card as the method of payment, the credit card provider will invoice in accordance with the terms and conditions of the agency agreement with the credit card provider.
- (b) If an account elects to use PowerTrack as the method of payment, U.S Bank will invoice the agency in accordance with the terms and conditions of their agreement.

2. Revise the first paragraph , 1<sup>st</sup> sentence of CA.15 Reporting Requirements.

From:

FedEx will meet the requirements for reporting that are indicated in the statement of work.

To:

FedEx will meet the requirements for reporting that are indicated in the statement of work. All shipment information for transactions paid by Government purchase card will be included in all reports under this section.

3. Revise Clause I.43 552.238-77 INDUSTRIAL FUNDING FEE (APR 1995), change 3<sup>rd</sup> sentence in (a).

From:

The IFF equals 1% (one percent) of total sales reported on GSA Form 72A.

~~AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT~~

SF30, Page 4 of 6 Pages

OMB No. 0605-0010

Modification No.10

Contract No. GS-23F-9656D

To:

The IFF equals 1% (one percent) of total sales, including sales paid by Government purchase card, reported on GSA Form 72A.

4. Add the following clause:

**I.53 PAYMENT BY PURCHASE CARD**

- (a) Definitions: "Government purchase card" means a uniquely numbered credit card issued to named individual Government employees or entities to pay for official Government purchases.
- (b) The Contractor is required to accept the Government purchase card for payments of accounts. The Contractor shall not process a transaction for payment through the credit card clearinghouse until the services have been performed.
- (c) The Contractor shall permit existing accounts to revise their billing method. The Contract Service Guide will specify the process for notifying the Contractor of any change in billing method.

5. Add the following clause:

**I.54 PAYMENT BY POWERTRACK**

- (a) Definitions: "PowerTrack" means a proprietary electronic freight payment environment available through U.S. Bank.
- (b) The Contractor is required to accept PowerTrack for payments of accounts.
- (c) The Contractor shall not process a transaction for payment through PowerTrack until the services have been performed. If the Contractor does not satisfy delivery performance requirements in accordance with contract terms and conditions, the Contractor, or PowerTrack, as appropriate, shall zero bill the shipper's account for the amount of the billing.
- (d) Except for disputed bills or where the Contractor fails to meet performance requirements, PowerTrack billing and payment procedures will be established to make payment to the Contractor within three business days from the time the service was completed. In the event PowerTrack is unable to execute payment, the Contractor may invoice the Agency directly.

6. Add the following clause:

**I.55 52.232-36 PAYMENT BY THIRD PARTY (May 1999)**

- (a) General. The Contractor agrees to accept payments due under this contract, through payment by a third party in lieu of payment directly from the Government, in accordance with the

~~AMENDMENT OF SOLICITATION~~ MODIFICATION OF CONTRACT

SF30, Page 5 of 6 Pages

OMB No. 0605-0010

Modification No.10

Contract No. GS-23F-9656D

terms of this clause. The third party and, if applicable, the particular Government wide commercial purchase card to be used are identified elsewhere in this contract.

- (b) Contractor payment request. In accordance with those clauses of this contract that authorize the Contractor to submit invoices, contract financing requests, other payment requests, or as provided in other clauses providing for payment to the Contractor, the Contractor shall make such payment requests through a charge to the Government account with the third party, at the time and for the amount due in accordance with the terms of this contract.
- (c) Payment. The Contractor and the third party shall agree that payments due under this contract shall be made upon submittal of payment requests to the third party in accordance with the terms and conditions of an agreement between the Contractor, the Contractor's financial agent (if any), and the third party and its agents (if any). No payment shall be due the Contractor until such agreement is made. Payments made or due by the third party under this clause are not payments made by the Government and are not subject to the Prompt Payment Act or any implementation thereof in this contract.
- (d) Documentation. Documentation of each charge against the Government's account shall be provided to the Contracting Officer upon request.
- (e) Assignment of claims. Notwithstanding any other provision of this contract, if any payment is made under this clause, then no payment under this contract shall be assigned under the provisions of the assignment of claims terms of this contract or the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15.
- (f) Other payment terms. The other payment terms of this contract shall govern the content and submission of payment requests. If any clause requires information or documents in or with the payment request, that is not provided in the third party agreement referenced in paragraph (c) of this clause, the Contractor shall obtain instructions from the Contracting Officer before submitting such a payment request.

7. The pricing table for Option Year Three and Option Year Four are revised as follows:

See Attachment 1.

8. The above numbered contract covering FSC Class 451, Part III, Domestic Express Next Business Day Small Package Delivery Service and Domestic Express Second Business Day Small Package Delivery Service is hereby modified to exercise Option 3 of the contract. The period of performance is August 16, 1999, through August 15, 2000.

9. The following two Clauses are deleted in their entirety:

(a) I.42 552.232-80, PAYMENT BY CREDIT CARD (DEC 1989)



~~AMENDMENT OF SOLICITATION~~/MODIFICATION OF CONTRACT

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OMB No. 0605-0010

Modification No.10

Contract No. GS-23F-9656D

(b) 1.45 I-FSS-935, ACCEPTANCE of GOVERNMENT COMMERCIAL CREDIT CARD  
(DEC 1989)

10. All other terms and conditions remain unchanged.

**FEDERAL EXPRESS CORPORATION  
DEPARTMENT OF DEFENSE RATES**

**FEDEX PRIORITY OVERNIGHT**

<b>FedEx Letter Rate:</b>		<b>\$3.45</b>		<b>FedEx Pak Rates:</b>		<b>1 LB \$3.50</b>		<b>2 LB \$3.57</b>	
<b>LBS</b>	<b>PRIORITY OVERNIGHT</b>	<b>LBS</b>	<b>PRIORITY OVERNIGHT</b>	<b>LBS</b>	<b>PRIORITY OVERNIGHT</b>	<b>LBS</b>	<b>PRIORITY OVERNIGHT</b>	<b>LBS</b>	<b>PRIORITY OVERNIGHT</b>
1	3.50	31	22.92	61	45.42	91	63.57	121	82.75
2	3.57	32	23.67	62	46.17	92	64.02	122	83.50
3	3.62	33	24.42	63	46.92	93	64.47	123	84.25
4	3.67	34	25.17	64	47.67	94	64.92	124	85.00
5	4.17	35	25.92	65	48.42	95	65.37	125	85.75
6	4.92	36	26.67	66	49.17	96	65.82	126	86.50
7	5.67	37	27.42	67	49.92	97	66.27	127	87.25
8	6.42	38	28.17	68	50.67	98	66.55	128	88.00
9	7.17	39	28.92	69	51.42	99	67.00	129	88.75
10	7.92	40	29.67	70	52.17	100	67.00	130	89.50
11	8.52	41	30.42	71	52.92	101	67.75	131	90.25
12	9.12	42	31.17	72	53.67	102	68.60	132	91.00
13	9.72	43	31.92	73	54.42	103	69.25	133	91.75
14	10.32	44	32.67	74	55.17	104	70.00	134	92.50
15	10.92	45	33.42	75	55.67	105	70.75	135	93.25
16	11.67	46	34.17	76	56.17	106	71.50	136	94.00
17	12.42	47	34.92	77	56.67	107	72.25	137	94.75
18	13.17	48	35.67	78	57.17	108	73.00	138	95.50
19	13.92	49	36.42	79	57.67	109	73.75	139	96.25
20	14.67	50	37.17	80	58.17	110	74.50	140	97.00
21	15.42	51	37.92	81	58.67	111	75.25	141	97.75
22	16.17	52	38.67	82	59.17	112	76.00	142	98.50
23	16.92	53	39.42	83	59.67	113	76.75	143	99.25
24	17.67	54	40.17	84	60.17	114	77.50	144	100.00
25	18.42	55	40.92	85	60.67	115	78.25	145	100.75
26	19.17	56	41.67	86	61.17	116	79.00	146	101.50
27	19.92	57	42.42	87	61.67	117	79.75	147	102.25
28	20.67	58	43.17	88	62.17	118	80.50	148	103.00
29	21.42	59	43.92	89	62.87	119	81.25	149	103.75
30	22.17	60	44.67	90	63.12	120	82.00	150	104.50

**FEDERAL EXPRESS CORPORATION  
DEPARTMENT OF DEFENSE RATES**

**FEDEX 2DAY**

FedEx Letter Rate: \$3.40

FedEx Pak Rates: 1 LB \$3.40  
2 LB \$3.45

<u>LBS</u>	<u>PRIORITY OVERNIGHT</u>	<u>LBS</u>	<u>PRIORITY OVERNIGHT</u>	<u>LBS</u>	<u>PRIORITY OVERNIGHT</u>	<u>LBS</u>	<u>PRIORITY OVERNIGHT</u>	<u>LBS</u>	<u>PRIORITY OVERNIGHT</u>
1	3.40	31	22.67	61	37.67	91	55.92	121	67.50
2	3.45	32	23.42	62	37.67	92	55.92	122	67.50
3	3.50	33	24.17	63	37.67	93	55.92	123	67.50
4	3.55	34	24.92	64	37.67	94	55.92	124	67.50
5	3.92	35	25.67	65	37.67	95	55.92	125	67.50
6	4.67	36	26.42	66	37.67	96	55.92	126	66.25
7	5.42	37	27.17	67	37.67	97	55.92	127	66.25
8	6.17	38	27.92	68	37.67	98	55.92	128	66.25
9	6.92	39	28.67	69	37.67	99	55.92	129	66.25
10	7.67	40	29.42	70	37.67	100	55.92	130	66.25
11	8.27	41	30.17	71	37.67	101	67.50	131	66.25
12	8.87	42	30.92	72	37.67	102	67.50	132	66.25
13	9.47	43	31.67	73	37.67	103	67.50	133	66.25
14	10.07	44	32.42	74	37.67	104	67.50	134	66.25
15	10.67	45	33.17	75	37.67	105	67.50	135	66.25
16	11.42	46	33.92	76	55.92	106	67.50	136	66.25
17	12.17	47	34.67	77	55.92	107	67.50	137	66.25
18	12.92	48	35.42	78	55.92	108	67.50	138	66.25
19	13.67	49	36.17	79	55.92	109	67.50	139	66.25
20	14.42	50	36.92	80	55.92	110	67.50	140	66.25
21	15.17	51	37.67	81	55.92	111	67.50	141	66.25
22	15.92	52	37.67	82	55.92	112	67.50	142	66.25
23	16.67	53	37.67	83	55.92	113	67.50	143	66.25
24	17.42	54	37.67	84	55.92	114	67.50	144	66.25
25	18.17	55	37.67	85	55.92	115	67.50	145	66.25
26	18.92	56	37.67	86	55.92	116	67.50	146	66.25
27	19.67	57	37.67	87	55.92	117	67.50	147	66.25
28	20.42	58	37.67	88	55.92	118	67.50	148	66.25
29	21.17	59	37.67	89	55.92	119	67.50	149	66.25
30	21.92	60	37.67	90	55.92	120	67.50	150	66.25

# Department of Defense Purchase Card Program Management Office

AUG 17 1999

**UNDER SECRETARY OF DEFENSE**  
1100 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1100

COMPTROLLER

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Purchase Card Reengineering Implementation Memorandum #5:  
Accommodation Checks, Change #1

Guidance on purchase card convenience checks was issued on August 5, 1997, as Purchase Card Reengineering Implementation Memorandum #5: Accommodation Checks. That guidance, within the context of ongoing efforts to reengineer the purchase card process, stipulated rules to implement the accommodation check products (which also include FedSelect checks available from the Department of the Treasury).

Attached are the updated policies relative to the use of locally issued accommodation checks by Department of Defense (DoD) organizations. The recent change in card issuing banks that offer purchase card convenience checks necessitates a reissuance of this guidance, including incorporation of various changes designed to make locally-issued checks more user friendly.

These policies are applicable to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Inspector General of the Department of Defense (DoD), the Defense Agencies and the DoD Field Activities (referred to collectively as the "DoD Components").

These policies are effective as specified herein. The Heads of the DoD Components shall ensure adherence to this guidance for day-to-day operations and for the design, modification and maintenance of the DoD Components' procurement and financial management systems.

This guidance, as well as the other purchase card reengineering implementation memoranda, will be incorporated into Volume 5, Chapter 2 of the "DoD Financial Management Regulation."

My staff contact for this matter is Mr. John Bunnell. He may be reached by e-mail:

ENCL 3

[bunnellj@osd.pentagon.mil](mailto:bunnellj@osd.pentagon.mil) or by phone at (703) 602-0449.

// Signed //

Alice C. Maroni  
Principal Deputy Under  
Secretary of Defense (Comptroller)

Attachment

**★0210      ACCOMMODATION CHECKS**

★      021001.      General. The prescribed method for all payments within the United States is Electronic Funds Transfer (EFT) and shall be used to the maximum extent possible. When EFT is not practical, the preferred method for purchases will be the use of the government purchase card. If a vendor refuses to accept the government purchase card, or other restrictions make the use of the card impractical, accommodation checks may be used.

A.      Payment flexibility. Accommodation checks give issuing DoD activities the flexibility to issue low volume and low dollar value payments on site.

B.      Availability. Accommodation checks shall be available at those DoD activities that identify a need to issue accommodation checks, in lieu of cash, where purchase and travel cards have proven ineffective.

C.      Minimum requirements. The minimum requirements to establish a local check-writing capability are as follows. (Note: Specific conditions for establishing accommodation checks are detailed below, in Section F, "Procedures.")

1.      All organizations authorized to maintain accommodation checks must hold an active (in good standing) purchase card before approval of an accommodation check account. An accommodation check cashier may hold a government purchase card as long as policies and procedures established herein are observed.

2.      The use of accommodation checks must be considered advantageous to the DoD activity, after evaluating all alternatives to accomplish the same purpose.

★      3.      Before any accommodation check is issued the paying agency must make every effort to use the government purchase or travel card to make necessary purchases. Maximum efforts shall be made to find and use vendors that accept the purchase card as the primary payment vehicle; e.g., the use of electronic or telephone catalog ordering services coupled with overnight delivery.

4.      The authority to maintain a check-writing system (checkbook) shall be justified on an individual organization basis, and controlled and monitored by the DoD activity. Automated reports from the check providers are available to provide oversight.

★      5.      The number of checkbooks shall be limited to as few as feasible, not to exceed one per major DoD tenant activity or autonomous location.

★      6.      Appropriate internal controls, to include one level of approval above the check writer (i.e., an approving official) shall be maintained by each using DoD activity.

★ 7. Each accommodation checking account shall be audited yearly, on an unannounced basis, by an officer or equivalent DoD civilian employee who is independent of the office maintaining the account.

★ D. Additional Features. Accommodation check providers offer “stop payment” and retrieval capabilities to using DoD Activities, as well as an audit trail that permits the tracing of transactions. Also, these check providers offer “help desk” assistance and reporting capabilities with a variety of reporting media and frequencies.

★ E. Purchase Card Convenience Check. Upon appropriate justification and approval, a DoD activity may adopt the purchase card convenience check.

★ 1. Purchase card convenience checks shall not be issued for more than \$2,500.

★ 2. Purchase card convenience checks currently are provided through the GSA contract for the government-wide purchase card by the issuing banks (US Bank or Citibank). The contract requires that the card providers operate a convenience check writing system that allows DoD activities, including overseas locations, to make selected minor purchases and payments using checks in lieu of cash.

★ 3. This product offers an alternative to cash for official expenses of DoD activities previously using imprest funds--after card products and other alternatives have been determined unusable.

★ 4. Purchase card issuing bank requirements

a. The purchase card issuing bank will provide a supply of checks to the designated convenience check account holder.

b. The bank will process and pay the checks as they are presented through the bank check clearing system for payment within established maximums and authorization parameters established by the sponsoring activity agency program coordinator (APC) for each individual account holder.

c. The bank will provide a listing of the checks cleared on each account holder’s billing statement (invoice) and provide for storage of cleared checks for audit and retrieval purposes.

5. The checks will contain standard preprinted information: United States Government seal, the statements “For Official Use Only,” and “U.S. Government Tax Exempt.” The checks will include the maximum dollar limitation per check (i.e., \$2,500), as well as space for the date and the amount of the check. In addition, other standard preprinted information is

carried on the check specific to the parent DoD activity's name and address and the account holder's name. Thus, only the named individual may issue these checks.

★ 6. The checks are sequentially prenumbered, multiple-copy documents (with a minimum of at least one copy for the account holder's records).

★ 7. The convenience check account holder shall reconcile cleared checks and the resulting billing statement (invoice) against his or her retained records of issuance in accordance with standard payment practices established for the purchase card by "Purchase Card Reengineering Implementation Memorandum #3: Streamlined Financial Management Procedures."

★ F. FedSelect. A second accommodation check product currently used in the DoD, the FedSelect checks (available from the Chicago Financial Center, Financial Management Service, Department of the Treasury), will be discontinued March 31, 2000. DoD users are not authorized to establish new accounts. Active accounts must be closed not later than December 31, 1999. These users are encouraged to open a purchase card convenience check account.

021002. PROCEDURES

★ A. Authorization for Accommodation Check Account. Requests to establish accommodation checks first shall be justified (in writing) to the resource manager or commander/director of the installation or tenant activity. Delegations of authority to maintain and use accommodation checks shall be issued in writing specifically to the activity approving/certifying official, check custodian, and cashier by the activity commander/director as directed below.

B. Conditions for Establishing Accommodation Check Account

1. Designation of Activity Approving/Certifying Official

a. The activity approving certifying official may be any individual (i.e., officer, enlisted member, or civilian employee) who is appointed by the head of the issuing DoD activity to authorize and certify the issuance of accommodation checks by cashiers.

b. In order to maintain effective internal controls, the activity approving/certifying officials may not perform functions of accommodation check custodian or cashier.

c. The activity approving/certifying official shall be held accountable and pecuniary liable for the accuracy of the payments. (See "Purchase Card Reengineering Implementation Memorandum #3: Streamlined Financial Management



Procedures” for details of the “Payment Certification” and “Delayed Dispute Procedures” processes.)

★ d. In the case of purchase card convenience checks, the purchase card approving official (AO) is the same as the activity approving/certifying official.

(1) The activity approving official/certifying official shall be designated as the billing (invoicing) official and shall receive and certify payments of the billing statement (invoice) to the appropriate paying activity (e.g., a DFAS operating location).

★ (2) Convenience check accounts may be established with approving/certifying official accounts separate from approving official accounts for purchase cards.

★ 2. Designation of Accommodation Check Custodian

a. The custodian may be any individual (i.e., officer, enlisted person, or civilian employee) who is appointed by the head of the issuing DoD activity, or the activity’s accommodation check approving/certifying official to order, receive, store, issue, inventory, reconcile and dispose of check stock. (Each DoD Component and/or activity has the discretion of identifying the minimum grade level for its check custodians.)

b. Each accommodation check account shall be under the custody of one individual who is not responsible for originating, approving, and processing the requirement for a check. An alternate custodian may be appointed with the same authorities as the principal custodian; however, the alternate shall act only in the absence of the principal.

c. Both principal and alternate custodians, as applicable, may be held pecuniarily liable for account transactions under their control.

d. The accommodation check custodian may perform the functions of the accommodation check cashier.

3. Designation of Accommodation Check Cashier

a. The cashier may be any individual (i.e., officer, enlisted member, or civilian employee) who is appointed by the head of the issuing DoD activity, or the activity’s accommodation check approving/certifying official to inscribe (print), sign and issue checks.

b. The accommodation check cashier may perform the functions of the accommodation check custodian.

c. In the case of purchase card convenience checks, only one named person shall be designated as the accommodation check cashier and have authority to sign and issue accommodation checks.

★ d. An accommodation check cashier may also hold a government purchase card as long as separate accounts are maintained and the policies and procedures established herein are observed.

4. Other Operating Conditions

★ a. Accommodation check accounts shall be “bulk funded” in accordance with “Advance Reservation of Funds” policies delineated by the Under Secretary of Defense (Comptroller) memorandum of June 30, 1998, subject: “Purchase Card Reengineering Implementation Memorandum #3: Streamlined Financial Management Procedures--Change 1.”

★ b. Check amounts shall not exceed \$2,500 per check and shall be issued for the exact payment amount, with a prohibition on splitting purchases, payments or other amounts among more than one check to keep amounts below \$2,500 or other assigned limits (if less than \$2,500).

c. Accommodation checks shall not be issued as an “exchange-for-cash” vehicle to establish cash funds.

d. Accommodation checks may be mailed, as long as internal controls are in place to avoid duplicate payments to payees.

★ e. As appropriate, accommodation checks may be used for payments in overseas transactions up to \$10,000 in support of contingencies declared by the Secretary of Defense.

f. The issuing activity is responsible for all administrative costs associated with the use of accommodation checks. At DoD Component election, the costs associated with the purchase of accommodation checks may be (a) included in the bulk obligation and accounted for as part of the purchase price or (b) treated separately as an administrative cost of the issuing activity.

★ C. Method for Establishing Accommodation Check Accounts: Normal account set-up procedures shall be followed to establish the accommodation check account product. Appropriate application forms shall be completed and submitted through the DoD activity’s existing purchase card hierarchical structure, including approving official and Agency Program Coordinator (APC). The application also shall include a copy of the approval document issued by the DoD installation/activity resource manager or commander/director. A separate check account holder and approving official must be identified for each purchase card check account. The application can be obtained from the APC.

**D.     Conditions for Using Accommodation Check Accounts**

★                   1.     For accounts established with the purchase card issuing bank, agencies must maintain a current convenience check account status (i.e., with no delinquencies, except for questioned items or items in dispute). Also, any entity under suspension of purchase card privileges automatically shall be suspended from use of the purchase card convenience check system.

★                   2.     Accommodation checks may be used for purposes not related to small purchases when such expenditures are authorized by other DoD or Component regulations.

**021003.                   WAIVER PROCESS**

A.     The ODCFO may grant waivers to these policies (including higher dollar authority) for contingency operations and for exceptional circumstances.

B.     Waiver requests for deviations from, or exceptions to, these policies shall be submitted for evaluation to the Military Department Office of the Assistant Secretary (Financial Management and Comptroller), the Defense Agency Comptroller, or equivalent. Waiver requests should be evaluated and approved or disapproved by the DoD Component Headquarters before submission to the ODCFO for consideration.

C.     Waiver requests approved by the DoD Component Headquarters shall be submitted for consideration to the ODCFO. Such requests must contain adequate justification and demonstrate the need for a waiver or exception to the specific policy.

**★0211                   ALTERNATE AGENTS**

When required, one or more individuals may be designated as an alternate agent to serve only during the absence of an imprest fund cashier, disbursing agent, cashier, change fund custodian, or collection agent. Alternate agents are not permitted in the case of deputy DOs. Alternate agents shall be issued letters of appointment as prescribed for the primary agent by the official authorized to appoint the agents. The alternate is an agent of the appointing official and when serving in place of the primary agent is governed by all regulations applicable to the primary agent. Funds received by alternates shall not be merged with those of the primary agent. Separate records shall be maintained to establish the amount for which each agent (or alternate) is responsible. Alternates are prohibited from conducting operations involving the handling of public funds concurrently with the primary agent. Upon written authorization of the appointing official, a primary agent may advance to an alternate agent a specified portion of cash holdings for use only during the absence of the primary agent. A DD Form 1081 (Statement of Agent Officer's Account) shall be signed by the alternate and held by the primary agent as evidence of the advance.

**0212 DEATH, INCAPACITY, OR UNAUTHORIZED ABSENCE OF AGENTS**

In the event of the death, incapacity, unauthorized absence, arrest, or other emergency absence of an agent, the commander shall take action as prescribed in section 0205 of this chapter for deputies at branch offices except that relieving agents shall be appointed in accordance with the procedures applicable to the position involved. In the case of an imprest fund cashier, the final voucher should be prepared by the relieving imprest fund cashier.